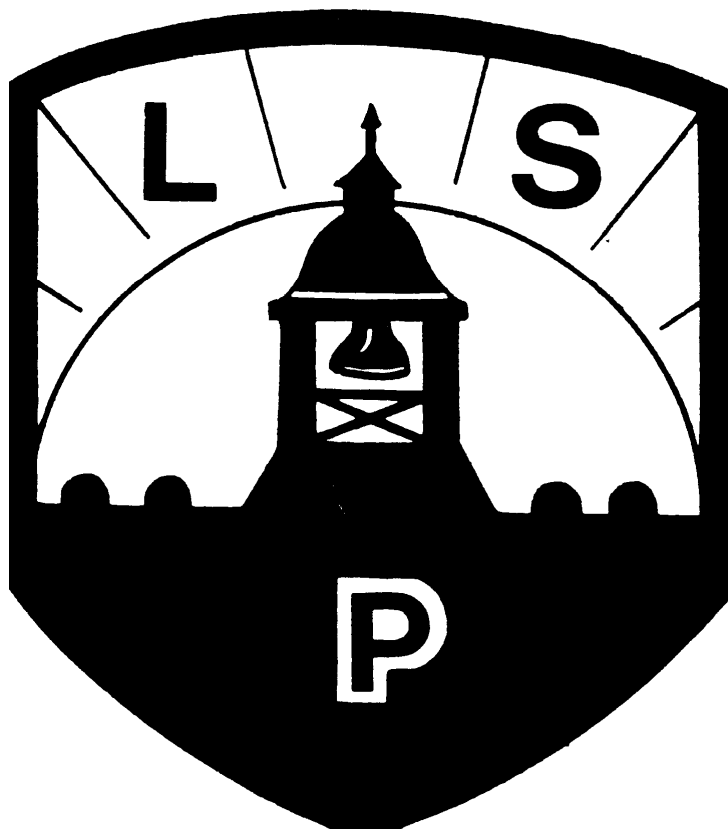


# **Loanhead Primary School**



**Information for Parents**  
**2012 - 2013**

## A warm welcome from the Head Teacher and Staff.



We, at Loanhead Primary School, would like to extend a warm welcome to all new Parents, Carers and pupils.

Our school is a non-denominational, co-educational school for all stages from Nursery to Primary 7. We currently have a roll of 160 with 20 places in the nursery, am and pm classes.

We aim to provide a safe, caring environment where children feel happy and confident. We recognise that every child is different and so we aim to provide a programme of challenging experiences which meet, as far as possible, the individual needs of each child.

We believe that the links between home and school should be strong and we welcome parents and members of the wider family into school at any time to help support the children in a variety of ways.

This handbook will provide you with necessary information about our school but it is not intended to replace the personal contact we have with parents. We look forward to working in partnership with you and your child.

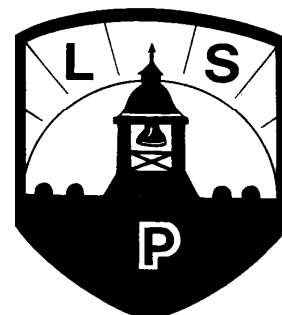
Yours sincerely,

*Jeanette Finlayson*

**Jeanette Finlayson**  
Head Teacher.

Basic information about the School and contact details:

**Address:** Loanhead Primary School  
34 Edgefield Road,  
LOANHEAD, Midlothian, EH20 9DY



**Head Teacher:** Jeanette Finlayson  
**Secretaries:** Mrs Lesley Black & Mrs Mairead Rae

**Telephone:** 0131 271 4625  
**Fax:** 0131 448 2965

**E Mail:** [loanhead\\_ps@midlothian.gov.uk](mailto:loanhead_ps@midlothian.gov.uk)

**Website** [loanhead.mgfl.net](http://loanhead.mgfl.net) - This can be accessed directly or via the Midlothian Grid for Learning Website and is updated on a regular basis.

Loanhead Primary School is a Public Private Partnership (PPP) build and is non-denominational school. Children attending the school come from the town of Loanhead, and we have a number of children from outwith our catchment area. Children from Nivensknowe and Pentland Park caravan parks and Damhead are transported to and from the school either by bus or taxi.

All classes, including the nursery, are housed in one community campus shared with St. Margarets Primary School. Loanhead Primary school has resource areas such as a computer suite and two small tutorial rooms. A large Gym, Small Gym, Expressive arts Hall, Dining Hall and Medical Room are shared between the two schools.

## **The class organisation for the session 2012/13 is as follows:**

**Nursery – 20 children am and 20 children pm**

**P1 – 25   P2 – 31   P3 – 27   P4 – 24   P5 – 20   P6 – 13   P7 – 24**

### **Class Structure:**

The Government regulations have imposed a limit to the P1-3 classes of 30 pupils.

However, this limit can be exceeded when:

- Children cannot gain a place at any other school within a reasonable distance of their home when their family moves into the area
- Children initially refused a place at the school but subsequently on appeal are offered a place, or offered a place because of an earlier error by the education authority in implementing it's placing arrangements

### **Admission of Pupils**

The Parents' Charter gives parents the right to request a place at a school of their choice and a number of parents are currently exercising this right. It is essential that parents also enrol their child at their catchment school to ensure a place is available for the child to start school in August in the event that the requested school has no spaces. Families living out with the catchment area who wish their children to attend this school should make an application in writing to:

**Fiona Campbell**

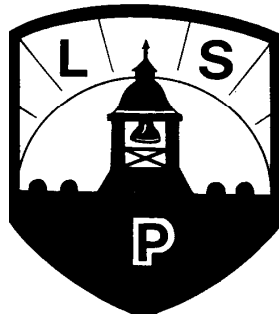
**Admin Assistant, Placing Requests**

**Fairfield House,**

**8 Lothian Road,**

**Dalkeith,**

**Midlothian**



## Our Vision

We aspire to become a learning organisation capable of continuous improvement - renowned for the excellent quality of learning and teaching, care and welfare and support that we provide to maximise pupil achievement.

## Values

In carrying out all aspects of our work we should:



- Conduct ourselves with integrity, impartiality, fairness, tolerance and mutual respect.
- Value diversity, promoting social inclusion - in an environment where everyone is welcome
- Seek progress through partnership, working closely with people whom we share a common purpose.

## School aims

- Promote well-being and respect
- Develop a culture of ambition and achievement
- Develop a common vision among children, parents and staff
- Foster high quality leadership
- Work in partnership with other agencies and our community.
- Work Together with parents to improve learning
- Reflect on our work and thrive on challenge

### School term dates for 2012/2013

<b>TERM 1</b>	Staff Resume	Monday	20	August**	2012
	<b>Primary</b> Pupils Resume	Wednesday	22	August	2012
	Autumn Holiday	Friday	14	September	2012
	All Return	Tuesday	18	September	2012
<b>Mid Term</b>	All Break	Friday	12	October	2012
	<b>Primary</b> Pupils Resume	Monday	22	October	2012
	Term Ends	Friday	21	December	2012
<b>TERM 2</b>	All Resume	Monday	07	January	2013
<b>Mid Term</b>	All Break	Friday	08	February	2013
	Staff Resume	Thursday	14	February**	2013
	Pupils Resume	Monday	18	February	2013
	Term Ends	Friday	22	March	2013
<b>TERM 3</b>	All Resume	Monday	08	April	2013
	Victoria Day	Monday	20	May*	2013
	Pupils Resume	Tuesday	21	May	2013
	Term Ends	Friday	28	June	2013
<b>Provisional 2013/14</b>	Staff Resume	Monday	19	August	2013

\*Staff In Service Days. School closed to pupils

## STAFF 2012/13

<b>Headteacher</b>	Mrs Jeanette Finlayson	
<b>Nursery Teacher</b>	Mrs Laura Cooney	
<b>Childcare &amp; Development Worker</b>	Mrs Jennifer Bernard	
<b>Support for learning Teacher</b>	Ms Kirsten Duncan	
<b>Early Stages</b>		
P1	Mrs Lindsay Macmillan	
P2	Mrs Ailsa Duncan/Mrs Sheila Wallace	
P3	Miss Sara Brunt	
P4	Mrs Anne Hunter/Mrs Sarah Roy	
<b>Learning Assistant</b>	Mrs Caroline Kitching	
<b>Learning Assistant (ASN)</b>	Mrs Morag Cairney	
<b>Learning Assistant (ASN)</b>	Mrs Pauline McCrossan	
<b>Middle/Upper Stages</b>		
P5	Miss Samantha Malcolm	
P6	Miss Victoria Ormiston/Mrs Anne Hunter	
P7	Mrs Melanie Caldwell ( <b>Principal Teacher</b> ) & Mrs Jacqueline Aitken	
<b>Learning Assistant</b>	Mrs Karen Black	
<b>Specialist Teachers</b>	Mr Damien Gielty	<b>P.E.</b>
	Mrs Elaine Callaghan	<b>Music</b>
	Mr Ross Walker	<b>Brass Tuition</b>
	Mrs Cheryl Aird	<b>Drama</b>
<b>School Secretaries</b>	Mrs Lesley Black & Mrs Mairead Rae	
<b>Office Support Assistant</b>	Mrs Mairead Rae	
<b>Diningroom Supervisor</b>	Mrs Mairead Rae	
<b>Playground Supervisor</b>	Mrs Caroline Kitching	
<b>Janitor</b>	Mr Eddie Phillips	

Staffing may be subject to change.

## SCHOOL DAY

### Primary Department

Primary 1 and 2:-	Mon - Thurs	8.50 - 12.10	1.00 - 2.50
	Fri	8.50 - 12.15	
Primary 3 to 7:-	Mon - Thurs	8.50 - 12.15	1.00 - 3.15
	Fri	8.50 - 12.25	
Morning interval:-		10.35 - 10.50	



### School Uniform

The wearing of school uniform is encouraged. The school uniform consists of white or green polo shirts, and green sweatshirts. Uniform, including sweatshirts, cardigans and hoodies are available to order from the school office. Orders may be placed throughout the year for sweatshirts and fleeces printed with the school logo. These are available in bottle green and red for our P7's only. Ties, book bags and blazer badges are available to buy from the school office at a cost of £4 each.

We ask that children do not wear football colours to school.

Pupils **must** have a pair of indoor shoes available in school at all times.

It is important that children's clothes are clearly labelled with their name. We have a lost property box that is packed to overflowing!

For PE, pupils change into shorts, T shirts and gym shoes. This should be left in school at all times.

The Authority operates a scheme of clothing grants to assist parents in ensuring that a pupil is sufficiently and suitably clad to take full advantage of the education provided. Families in receipt of Income-based Job Seekers allowance, on Income Support or Child Tax Credit but not Working Tax Credit (subject to a maximum annual income), both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income) or support under Part VI of the Immigration and Asylum Act 1999 will automatically qualify for such a scheme. Other cases will be determined according to the personal circumstances of the family. Parents who wish to apply for the scheme should complete an application form which is available from this school or the Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.



## Loanhead Primary School Nursery Class



The nursery class is open to all children over the age of three. There is a waiting list but parents are invited to put their child's name on the list after their second birthday.

Enrolment in the nursery does not automatically guarantee a place in the Primary 1 class of this school. "The Curriculum for the Early Years", "Child at the Centre" and "Curriculum for Excellence" guide the work of the nursery staff where play, first hand experiences and language development form the core of their curriculum. We have a very caring staff whose remit extends into Primary 1 so that the transition is as easy as possible.

Our Nursery class wear red t-shirts or sweatshirts which are available to order from the Nursery staff at specific times throughout the year

Morning class      Mon - Thurs 8.50am - 12 noon

Afternoon class    Mon - Thurs    1.00 - 3.20 and Friday 8.50am - 12 noon



### P1 Enrolment

Any child whose fifth birthday occurs between 1 March 2012 and 28 February 2013 is eligible for admission in August 2013.

Children who have been enrolled will have the opportunity to visit the Early Stages frequently during the summer term. In addition they will be invited to school in June to meet their teacher.

Any parents who are seeking a place for their child at Loanhead Primary School, and are unable to take advantage of the normal arrangements, are invited to contact the school at any time to make an appointment to meet Mrs Finlayson, the Head Teacher or Mrs Caldwell, Principal Teacher for Early years.

## Behaviour



A Good Friday	
Name: _____	
Class: _____	
Teacher: _____	
Date: _____	
Signature: _____	
Date: _____	

We have a Positive Behaviour Programme where pupils are encouraged to respond to instructions and directions first time, allow others to work, care for people and all properties and produce work completed to the best of their ability.

Certificates are awarded, at whole school assemblies, in recognition of achievements. When a child persistently behaves in an unacceptable way he/she will be reported to the Head Teacher or Principal Teacher.

Incidents of bullying, both physical and verbal, will be treated most seriously. Pupils and parents are encouraged to report any such incidents to The Head teacher, Mrs Finlayson who will investigate the matter thoroughly.

Parents will always be kept fully informed of any problems if they occur.

Continued unacceptable behaviour may result in more serious consequences such as Formal Disciplinary Warning or ultimately Exclusion from school.

Bus passes may be withdrawn for persistent bad behaviour on the bus. It would be helpful if you let the school know of any circumstances which might affect the behaviour of your child.

## Absence from School

If your child is absent from school please Call Mrs Black or Mrs Rae in the school office **before 9.30am** on the first day of absence. The office is very busy early in the morning so, if there is no reply you can leave a message on the answering machine or alternatively send an e-mail to [loanhead\\_ps@midlothian.gov.uk](mailto:loanhead_ps@midlothian.gov.uk) . Any absences after the lunchbreak should be reported immediately so as to avoid any undue anxiety. A letter explaining the reason for the absence should be sent to the class teacher on return.

## **Attendance**

Parents are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Head Teacher may ask the Education Welfare Officer to visit the home and discuss the problem with the parents. Most children at Loanhead Primary enjoy school and coming to school is not a problem. However, as at any school, occasionally a child can be upset for a variety of reasons and it is important that any difficulties are discussed with staff so that the child can feel happy and settled again as quickly as possible.

A child can only be released from school out with normal school hours, to attend a doctor, dentist appointment etc, into the care of a responsible adult.

## **Family Holidays**

Please arrange family holidays outwith term time as any absence during the session obviously puts the child at a disadvantage on return when the rest of the class have moved on with their work. New guidelines from the Scottish Government requires schools to class any family holiday taken during term time as unauthorised, unless there are exceptional circumstances.

## **Partnership approach**

In all our areas of work we really appreciate the support and cooperation of parents particularly in relation to behaviour and attendance.

## **Pupil Voice**

We believe that it is important that pupils feel that they play an active part in creating an exciting and interesting learning environment within the school. We have a variety of opportunities for our children to participate in groups and committees. These groups meet regularly to evaluate how we are doing and what we need to work on next:

Pupil Council. P1 - P7

Eco - committee - we are working towards our Green Flag. P1 - P7

Rights Respecting School Group - we are working towards the Rights Respecting School Award. P1 - P7

Junior Road Safety P6

Playground Friends P5,6,7

Learning Council P5



## Health Promoting School

The Scottish Executive has recognised that within Scotland there are huge inequalities in standards of children's health. To help deal with this, every school in Scotland was set the target of becoming a "Health Promoting School" by 2007. Loanhead Primary School has achieved a Level 1 Accreditation.



We are now in the process of embedding the principles of a health Promoting school in every aspect of school life. This encourages healthy behaviour and influences the wellbeing of each person in the school.



### Curriculum for Excellence

#### Bringing learning to life and life to learning

Curriculum for Excellence is now being introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to **raise standards**, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to **work together** across the school and with other schools, to share **best practice** and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of **knowledge** and **skills**.

Every child is entitled to a **broad and deep** general education, whatever their level and ability. Every single teacher and practitioner will be responsible for **literacy and numeracy** – the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops **skills** for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of **assessing progress** and ensuring children achieve their potential. There will be new **qualifications** for literacy and numeracy and from 2012/13, new National 4 and 5 qualifications from 2013/14. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

There's personal **support** to help young people fulfil their potential and make the most of their opportunities with **additional support** wherever that's needed. There will be a new emphasis by all staff on looking after our children's **health and wellbeing** – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture **successful** learners, **confident** individuals, **effective** contributors, and **responsible** citizens, building on Scotland's reputation for great education.

More information regarding the Curriculum for Excellence can be found at:

<http://www.educationscotland.gov.uk/thecurriculum/whatiscurriculumforexcellence/index.asp>

## The Curriculum

All Scottish schools have now implemented The Curriculum for Excellence. This spans from Nursery to S6, 3-18 years.

The purpose of this new curriculum is to develop each child in the four capacities: **successful learners, confident individuals, responsible citizens, effective contributors**. The path most children and young people are expected to follow through the five levels reflect the stages of maturation of children and young people and the changing ways in which they engage with learning as they develop

The Curricular Areas covered are:

- Literacy
- Numeracy
- English Language
- Maths
- Social Studies
- Expressive Arts
- Religious and Moral Education
- ICT and Technologies
- Health and Wellbeing

At Loanhead Primary School a wide range of learning experiences is offered to all children. In their studies they acquire skills, concepts and attitudes as well as knowledge. The relevance of the children's learning experiences is reinforced by linking together different areas of the curriculum and by involving the children in real situations where possible. Group, individual and whole class methods form the basis of the teaching in order that the curriculum can be tailored as far as possible to fit the needs of each child.

An annual Pupil Progress Report will be sent out in June.





## **Health and Wellbeing**

Good health and wellbeing is central to effective learning and preparation for successful independent living. At Loanhead Primary, we aim to ensure that all of our children are: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included.

We follow a planned programme for Health and Wellbeing in the following curriculum areas:

- Mental, emotional, social and physical wellbeing
- Planning for choices and changes
- Physical education, physical activity and sport
- Food and health
- Substance misuse
- Relationships, sexual health and parenthood. If you would like to know more about the work that will be done on this topic, please get in touch. We have an excellent parents' video available, which gives an overview of the series and brief excerpts, which you are very welcome to come in and view.

### **Physical Education in School**

A visiting specialist teacher takes classes from P1 to P7 every week. Every class does two hours of PE lessons every week.

Pupils from Primary 4 have a block of swimming tuition at Loanhead Leisure Centre Pool during the school year and have the opportunity of being involved in an inter- school Cross Country Event at Vogrie Country Park.

Pupils in P4 and P5 have the opportunity to go to Hillend Ski Centre for a series of weekly lessons.

We have an annual sports day in the summer term and all parents and friends are invited to join us. Pupils from P6-7 take part in an Inter-Schools Sports day at the Dalkeith Campus.

P1, 2 and 3 have opportunities to participate in taster session in rugby, Gymnastics etc. run by The Active Schools Group.

P4, 5, 6 & 7 pupils work with Sports Development Officers each year on football, rugby, hockey and basketball skills.

## Language and Literacy

Language is made up of 4 areas - Listening and Talking, Reading and Writing.

### Literacy

Literacy is fundamental to all areas of learning, as it unlocks access to the wider curriculum. Being literate increases opportunities for the individual in all aspects of life. It lays the foundation for lifelong learning and work.

### Listening and Talking

Children learn to develop their language skills and thinking by listening and talking. We help them to develop these skills through:

- Stories
- Drama
- Discussion
- Audio and visual aids

All children are given opportunities to be confident individuals and effective contributors through a variety of experiences.



### Reading

We aim for children to develop a lifelong love of reading and books. In the early years, much time is spent on reading to and with the children and teaching them to become fluent readers. We use a structured reading and spelling scheme to assist with this. As children become more independent in reading they progress through the study of novels and non-fiction books. We expect parents to support our reading programme by providing a range of reading experiences for their children at home, as well as hearing their children read for homework. We have an annual Book Week and Book Fair, along with invited storytellers and authors. Classes also benefit from regular visits to the local Library.



### Writing

The skills of spelling, grammar and handwriting are taught progressively through structured programmes of work. All our classes have handwriting lessons, as presentation is very important. From P3 children learn the cursive script, as research has shown that this helps pupils with speed, fluency, spelling and legibility. Children are given regular opportunities to create stories and organise and present their work.



## Maths and Numeracy

$$3 + 2$$

### Numeracy

Being numerate helps us to function responsibly in everyday life. It increases our opportunities within the world of work and establishes foundations which can be built upon through lifelong learning.

Maths consists of Number, Money and Measure, Shape Position and Movement and information handling. The children's learning often takes place in the context of real situations where mathematics is presented as a problem solving activity. Children use their knowledge and skills to reach a solution.

Learning comes from practical activities initially and, by this method, the children acquire a sound understanding of the concepts. This is especially true in the early stages where sand and water-play, baking, building and craftwork lay the foundations for the basic ideas. Practice in fundamental processes at all stages leads to competence in dealing with problems.

Mathematics has strong links with other areas of the curriculum such as science, technology and geography and these links are developed wherever possible.

In addition to its practical uses, mathematics should be an enjoyable activity in its own right and opportunities are often taken to investigate patterns, games, puzzles.

Work with computer software is included and calculators are used to help understanding of place value, decimals, estimating and investigating numbers.

## Modern Languages

Pupils in P5, P6 & P7 will be introduced to basic French and/or German learning through listening, talking, reading and writing.



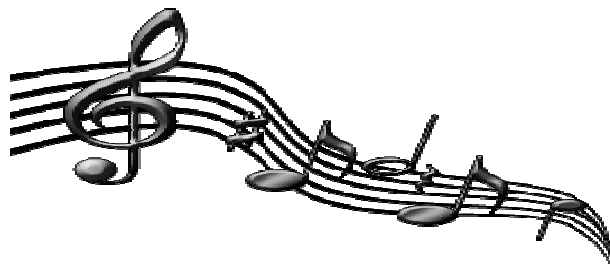


## Environmental Studies

This covers the areas of Sciences, Social Studies and Technologies. Your child will learn about:

- The world in which we live, about its peoples and places past and present
- Develop an awareness of how all living things depend on their environment for survival
- Other cultures and lifestyles and learn to respect and accept other people's ways of life
- Through observation and simple investigation your child will practise basic science skills and build up knowledge and understanding of the world around them.

Trips and outings play an important part in making their study meaningful. You will be informed of these in advance as the cost of these outings can be very high due to the cost of transport.



## Expressive Arts

### Art and design, dance, drama and music

The inspiration and power of the arts play a vital role in enabling our young children to enhance their creative talent and develop their artistic skills.

In addition to the many talents of our own staff, visiting specialists in drama and music support us in delivering a rich programme.



## ICT

At Loanhead we are very fortunate in having an ICT suite with 12 computers. Each class is timetabled to work here for at least one session per week. In addition we have an internet café open 3 days a week at lunch time when 2 children from each class can play on the computers under the supervision of a teacher. Each classroom has an interactive whiteboard with full internet access to support and enhance learning and teaching.



## Religious and Moral Education

Religious and Moral Education enables children to explore the world's major religions and views. It supports them in developing and reflecting on their values and their capacity for moral judgement.

We aim to:

- Teach moral values such as honesty, truthfulness and kindness.
- Teach an awareness and respect for all major world religions.
- Foster tolerance and respect for the beliefs of others.

A regular assembly is held in which the children play a significant part.

Special services are held in Church on the occasions of Christmas and Easter. Our School Minister, Rev. Graham Duffin, supports us with our study of Christianity.

Parents who do not wish their children to take part in any of the religious activities should contact Mrs Finlayson, who will ensure that their wishes are fully respected.



## Pupils with additional support needs

### Communication

All schools are expected to meet the legislative requirements of the Education (Additional Support for Learning) (Scotland) 2004 Act. Midlothian Council has a policy, "Education for all" which promotes the provision for all children in mainstream schools. Further information is set out in "Education for All: a guide for parents, carers and young people" - available from school. Should you have any questions or concerns, please contact Mrs Finlayson, Headteacher, or Ms Duncan, Support for Learning Teacher.

### Assessment

Any additional support needs are identified and assessed using Midlothian's Assessment and Planning Staged Systems (MAPSS).

If a child requires support from services external to the school, this is done by a referral to the Children and Families (West) Team. If parents wish to request additional assessment for their child, please contact the school in the first instance. A request can also be made in writing to the ASN Officer ([asnoffices@midlothian.gov.uk](mailto:asnoffices@midlothian.gov.uk)), Education Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 2ZG

### Enrolment

If your child has any kind of additional support need, please discuss this with Mrs Finlayson, The Headteacher, or Mrs Caldwell, Principal teacher with responsibility for Early years, at the time of enrolment, in order to ensure that the staff are able to provide appropriate support for your child.

## **Support**

All staff in school work together as a team to provide support to pupils as required. The Learning Support Teacher Ms Kirsten Duncan is in school 3 days a week and works closely with class teachers and Learning Assistants to provide support in a variety of ways depending on the individual child's needs. Much of this is class based, but it can also take the form of group work or individual work if necessary.

The school also works alongside therapists such as Speech and Language Therapists, Physiotherapists and Occupational Therapists, who can provide materials and classroom based advice.

## **Partnership**

The value of the active involvement of parents, together with children, is crucial. If a child requires an Individual Education Programme or Coordinated Support Plan, he or she will be involved, along with their parents, in discussing and agreeing suitable targets for them to achieve. They will also be invited to regular Review meetings to discuss the progress made and to consider the next steps. As with all pupils, we would emphasise that there is an ongoing dialogue between home and school to ensure the best possible support is in place.

## **National Priorities and target setting**

"The Scottish Executive Education Department introduced a Target Setting initiative in 1998.

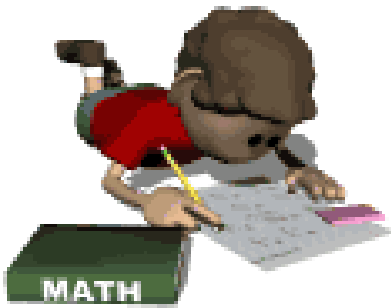
The Key principles of the initiative are;

- targets should be set in a manner that is consistent across Scotland.
- in the first instance, targets should be limited in number and focus on key priorities
- targets should be simple, clearly expressed and quantifiable
- targets should be set at realistic and achievable levels taking account of a school's current performance and, where appropriate, the performance of schools with similar characteristics: and
- targets should be set, evaluated and reported upon by schools education authorities and SEED, working in partnership

.

The publication in 2001 of the National Priorities in Education for 2005 has created a broader range of education initiatives related to:

- Achievement and Attainment
- Framework for Learning
- Inclusion and Equality
- Learning for Life



## **Homework**

Homework is given Monday - Thursday at all stages. Homework is generally given to provide consolidation and reinforcement of class teaching and learning. In the early years reading is the main homework given, but in later years, written exercises, spelling words or maths may be given. Children may also have French or environmental studies research homework. Work which has not been completed in school hours may also be sent home for completion. The giving of homework is encouraged and the interest shown by parents is always welcome. Children make more progress if the necessary encouragement and support is given at home and we appreciate the partnership which exists between home and school in this matter.

## **Assessment Reports and Records**

Assessment of the child's ability in each subject is on-going and is undertaken in a variety of ways, including formative and summative assessments, e.g., tests, check-up sheets, discussion. Each pupil's progress is monitored and parents are informed immediately if there is any unexplained change in the quality of their child's work. A copy of the pupil's report which is issued to parents is kept in a file in the school office and is forwarded when a child transfers to another school. This written report of the pupil's progress will be issued in the third term.

During the summer term, every teacher does a handover meeting, passing information on the child's next teacher.

Staff at Loanhead Primary School meet with staff at Lasswade High School Centre and any other High School as required, to pass detailed information from P7 to S1. In addition parents and pupils are encouraged to comment on school reports.



## **Communications and Meetings with Parents**

In the autumn and spring terms, parents are invited to visit the school to discuss the progress of their child with the class teacher. A written report is also sent to parents in the summer. At other times of the year, parents who are concerned about their child's education, or for any other reason, are welcome to contact the school to arrange to discuss the matter.

We produce regular Newsletters in which we inform you of anything of interest happening in the school. As an eco school, we have set up an e mail system whereby, if you have provided the school with an e mail address, we will endeavour to send the Newsletter in this manner thereby cutting down on paper waste. You can, at any time, request a paper copy,

We rely on parents/carers who live at different addresses to communicate regarding the welfare of there child and, while we will attempt to send communication to both parents, on occasion correspondence is sent directly from another source and may only be sent via the child or to the child's address.

The School has a website which is regularly updated and another useful source of information about the school. If any parent has an interest in helping us to keep the website up to date, please contact the school.

Text service - the school has access to a texting service where we can contact groups of parents regarding school closure etc.

## **Parental Involvement**

We actively encourage parents to become involved in the daily life of the school. Many already help both in the classroom and with other activities such as accompanying trips. If you would like to help please let the school know.

## **After School Clubs**

After School Clubs are run from time to time depending on interest and availability of adult helpers. If you would be interested in being involved with after-school clubs please let us know.

## Health and Safety

The Education and Children's Services Division has prepared policy statements on Health and Safety for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. Schools staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of great importance to the school.

### What happens if your child is unwell at school?

When a child becomes ill or has an accident in school a decision will be made as to whether the child may stay at school or whether we should contact his or her Parent/Carer. If the decision is made that the child is too unwell to stay in school we will initially try to get in touch with the child's main contact. If we are unable to contact the main carer we will attempt to contact the child's next emergency contact. Under these circumstances the Parent, Carer, or a responsible person, will be encouraged where possible to collect the child from school.

Parents/Carers will **always** be informed when a child has a bump on the head. The child may come home with a sticker to let you know or if it more serious either by telephone or by letter. This is purely precautionary so that parents can monitor their child in the evening.

A pupil involved in an accident may require to be taken by car or ambulance to the hospital casualty department, usually the Royal Hospital for Sick Children in Edinburgh. Again, parents will be contacted either to come to school or go directly to hospital. An adult will always remain with the pupil until the parent arrives.

It is most important that parents inform the school of any special medical conditions or requirements for the child and that the school is given up-to-date details of an emergency contact.

Where necessary, medication can be administered to pupils by a member of staff. Parents must complete and sign the appropriate form allowing staff to do this. Where a child self administers medication e.g., ventolin, parents must complete and sign a self administration form. Both forms are available from the school office.

## The School Health Service

Throughout their time at school a team of specialist Health Service and Education staff will be seeing children as part of planned programme to make sure that they benefit as much as possible from all that school has to offer, and to help prepare them for life after leaving school. The school health service is part of Midlothian's Community Child Health Service and has direct links with those who carry out health checks on children before they start school. Many different services are provided. The issue of maintaining confidentiality is taken seriously by the School Health team at all times. The staff involved make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, eg testing of vision in Primary 1, are normally provided to all children on a routine basis to discover which children may need further tests or treatment. Parents are not necessarily notified at the time of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, parents will be informed and consent requested. If you have any concerns about your child's vision please contact the school nurse who will arrange to test vision or alternatively you can take your child to the local optician (optometrist).

Some of the staff concerned and the parts they play are as follows:-

The **school nurse** is the lead professional in mainstream schools in Midlothian. School nurses are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening. The school nurse may be helped by a **Health assistant** and have close working links with the **Community Paediatricians**.

The school nurse also acts as an important link between home and school. She visits the school regularly and liaises with the teachers. If a teacher is concerned about a child's health or development, a referral may be made to the school health team only after obtaining parental permission. Separate referral to child and family mental health services also needs parental permission. The school nurse can link with other members of the health team in the community or in hospital, concerned with a child's health. The health team also work closely with colleagues from other children's services.

The school nurse reviews the notes of all children in Primary 1 as well as those of all new entrants. A member of the school health team measures their growth and tests vision. The school nurse will assess these measurements and results. In addition she reviews all children who are referred either by parents, teachers or other health professionals at any stage in their school life.

Every opportunity is taken to provide pupils with access to confidential support and advice from the school health team throughout their school career.



Parents are also asked to complete a health questionnaire about their child at Primary 1 and Primary 7 stage. Any specific conditions can be raised at that point.

If you have concerns about your child's hearing, the school can refer him or her to the appropriate specialist directly.

Any enquiries concerning the provision of dental services should be made to the **Director of the Community Dental Service, 16 Duncan Street, Edinburgh, EH9 1SR, Tel: 0131 667 7114.**

We hope that the School Health Service can, together with yourselves, contribute to your child's overall well-being and development. Please do not hesitate to arrange through the Head Teacher to see the school doctor, school nurse or the health visitor if you want any more information.

## **Child Protection**

The Council has a range of duties and responsibilities in relation to the child protection procedures for all pupils which includes having regard for their right to be protected from harm and abuse. The school's duties and responsibilities for this are set out in the Edinburgh and Lothians' Child Protection Committee's "Child Protection Guidelines" which are used by all Midlothian schools and our partner agencies.

In circumstances where a school has a significant concern that a child or young person has, or is at risk of being harmed or abused, the school is required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents or guardians, there are some circumstances when it may not be appropriate to inform the parent or guardian that a child protection referral has been made or that information has been passed on to these agencies. Under these circumstances, the decision as to when and how parents and guardians will be informed is the responsibility of the Police, Social Work and Health Service, as part of their investigation, and the school will be informed by these services of the action they have taken.

Should you wish to discuss this or any associated matter further, please contact the Head Teacher, the school's designated Child Protection Co-ordinator or the Education Officer, Pupil Support Services.

## **Employment of Children**

Children under the statutory school leaving age can only be employed within the terms of the bye-laws on the Employment of Children. These regulations do not permit the employment of children under 13 years of age, and for those over that age there are limits on the hours and type of employment which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins. Further details can be obtained from the Education Office.

## **Parent Councils and Parent-Teacher Associations**

### **Guide to the Legislation**

The Scottish Schools (Parental Involvement) Act 2006 requires the Education Authority to support the establishment of a Parent Council for every primary, secondary and special school.

The Act aims to help all parents to be:

- Involved in their child's education and learning;
- Welcomes as active participants in the life of the school and
- Encouraged to express their views on school education generally and work partnership with the school

Parent Council members are selected from the members of the Parent Forum, which is made up of all the parents with children in attendance at the school. Midlothian Council has developed guidance for Parent Councils including a support pack to assist with the establishment of a Parent Council.

## **Playground Supervision**

When pupils are at school, the responsibility for their safety rests with the Authority, and the Head Teacher and staff undertake this responsibility on behalf of the Authority. This means that reasonable steps should be taken to prevent any pupils suffering injury and to ensure that accidents or difficulties can be reported to a responsible adult and appropriate action taken. Playground supervisors are in attendance at playtimes and lunchtime breaks. Please be aware there is no playground supervision before or after school hours.

## **School Car Parks**

A special thanks to all parents/ pupils who walk to school. We would however like to ask that the School car park be used responsibly. The drop off area should not be used for parking and under no circumstances should cars stop in the bus parking area. Children are at constant risk of being hit by manoeuvring vehicles, in what is a very busy car park, and the roads must be kept clear at all times for access to the emergency services.

We are sure that most parents understand the need to implement these rules but please understand that failure to observe them may result in advice being sought from the Education Office or the Police.

## Travel Plan

In accordance with Scottish Executive Policy Loanhead Primary School now has a travel plan which is available to view on the Eco Committee notice board.

## Health and Safety at Work Act

The Education Division has prepared a series of statements of safety policy for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. School staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of importance to the school.

The security of the children is of paramount importance. During school hours parents and visitors must enter by the main door, sign the visitor's book and collect a security badge. So that everyone coming into school can be monitored please note there will be no other doors open for access during school hours.

## Crossing guides

Crossing guides are stationed at George Drive, Edgefield Road and at the traffic lights and children should cross at these points where possible.

When a crossing guide is absent from duty, the police will try to cover but this cannot be guaranteed. We will try to inform parents and pupils if this situation is ongoing. If there is a possibility that no one will be on duty, you may wish to collect your child from school.



## Early Closures

In emergencies, such as failure of the heating system or extreme wintry weather, it may be necessary to close the school. An announcement will be made on ForthOne for parents to collect their child/children. Pupils will be only be allowed to leave with a responsible Adult. Please make sure that your child knows what your arrangements are for such emergencies and ensure that parents, returning home with their own children, are requested not to take anyone else's child as a favour without the prior knowledge of a member of staff in school.

Any child who does not have a responsible person to go to will be kept at school until the normal closing time.

In the event of the school closing first thing in the morning, any children coming to school unaccompanied must report to the main office.

Parents help in reminding their child of this would be appreciated.

Parents should be reassured that every step will be taken to ensure the safety and well being of each child.

## School Rules

We hope that parents will support the decisions of the school in every way possible and help us to implement the rules which are designed to help all the children.

1. It is most important that children arrive at school in time for the start of the morning and afternoon sessions.
2. At intervals children must not leave the playgrounds.
3. At lunchtime only those children who go home for lunch may leave the playground.
4. If your child is absent please let the school know before 9.30am on the first day of absence. Letters must be **signed and dated** by the parent.
5. Children cannot be sent home on their own during the school day for any reason at all. If a child has to be taken from school, the parent, or a suitable adult approved by the parent in writing, should collect the child from the main reception. A letter from the parent asking for the child to be sent home during the day is not sufficient.
6. Children should come to school suitably equipped and dressed to work. All children should have a pair of indoor shoes available which should be left in school at all times. For gym the child should have gym shoes and a pair of shorts. All children should have an adequate school bag. All garments including shoes should be labelled with the child's name and class. Parents should check from time to time that their child does not have someone else's garment.
7. Children must never leave money or valuables in cloakrooms or class-room desks or schoolbags. Money and valuables should always be kept on the person, or given to a teacher for safe keeping.
8. It would be a considerable help with supervision on wet days if children who go home for lunch did not return to school too soon. They must, of course, be in time for starting again at 1 p.m.
9. Children who normally travel by bus must report to the school office if they happen to miss the bus. They must on no account ever attempt to walk home.  
A parent who has made an alternative arrangement for a child on a particular day so that the child will not be using the school bus should contact the school in advance stating clearly this alternative arrangement. Parents must never simply take a bus child away without informing the school beforehand.
10. Children should be discouraged from bringing to school, toys, presents, or jewellery, since these can be damaged or lost.
11. Earrings, sleepers and nose studs should not be worn in school as they constitute a danger, particularly in the gymnasium. Children will be advised to remove them during physical activities.
12. Children having school lunches (or packed lunches), may be instructed on wet days, to return to the classroom, and behave according to the teacher's instructions.

## Midlothian Childcare Information Service

All Primary Schools in Midlothian are linked to one of the Out of School Childcare Services (also called After School Clubs) that operate in Midlothian. The Out of School Childcare service will either operate in or close to a Primary School or provide a pick up and drop off service. For further information on Childcare (including After School Clubs, Childminders, Wrap Around Care, Day Care Nurseries and Playgroups) and Pre-school education in the area contact the **Midlothian Childcare Information Service** on **0131 271 3754**, email [childcare@midlothian.gov.uk](mailto:childcare@midlothian.gov.uk) or visit [www.scottishchildcare.gov.uk](http://www.scottishchildcare.gov.uk)

### Transport: Policy of the Authority and local arrangements

"The Authority currently pays the travelling expenses of those pupils attending the district school who live more than two miles from that school.



Bus passes are issued where public transport exists and contract transport is arranged where there is no suitable public transport. Where there are vacant seats on contract buses, these may be made available to pupils who are attending the district school and who are not normally entitled to free transport; however a charge may be made for this service.

Transport costs are also met in the case of any pupil whom the Authority requires to attend a school other than the district school, if the pupil meets the distance qualification. Where appropriate, free travel is provided for pupils receiving special education.

Consideration may also be given to requests for assistance with travel in exceptional circumstances, eg where the road between home and school is deemed dangerous by the Authority, and where there is no public transport available.

Parents who choose to send their children to a school other than the district school will not receive assistance in relation to travel to and from school."

At Loanhead, free transport is provided by a contract bus for children living in the Nivensknowe/Damhead area. Although most of this area is less than 2 miles from the school, transport is provided because the main A701 road is deemed to be dangerous.

Vacant seats on the contract bus may be made available to pupils who are not normally entitled to free transport.

## Free School Meals and Milk



### **(Information from Page 11 under the Education Committee's Policy)**

Under the Education Committee's Policy, children in attendance at schools under the management of the Authority are entitled to free meals if their parents are in receipt of Income support or Income-based Jobseekers Allowance and Child Tax Credit only (within the limit of an annual income up to £13,480.00) from the Department of Social Security. Children attending certain special schools where eating skills and the midday meal are part of the educational programme also receive free meals.

Further information and an application form can be obtained from the school or from the Free Meals and Clothing Section Education Division, Fairfield House 8 Lothian Road, Dalkeith EH22 3ZG.

Free milk will be available to all children in nursery education. Free milk will also be available to children in primary schools and to children of primary school age in special schools if their parents are in receipt of Income Support. It will be available to all other children in education at favourable prices payable on a termly basis.

School meals are cooked in our own kitchen and are served in the dining-room. Children may choose from a main meal, a snack meal or bring a healthy packed lunch. All meals are nutritionally balanced by a dietician and cost £1.70 per day.

Except for those children who go home for lunch, pupils are not allowed to leave school at lunchtime.

## Clothing Grants

Parents/Guardians who are in receipt of Income Support, Income Based Job Seekers Allowance, or Family Credit until 31 March 2011 are entitled to claim for assistance with school clothing for their children. Parents/Guardians who have a low income may also be entitled to assistance with school clothing. Application forms and information notes are available from the school office or by contacting the Education Division in writing at:- Midlothian Council, Education Division, Clothing Grants, Fairfield House, 8 Lothian Road, Dalkeith, Midlothian, EH22 3ZG or by telephoning 0131 271 3730.

## **Transfer from Primary School to Secondary School**

Children at the end of their Primary 7 stage (ages 11½ to 12½ years) normally transfer to Lasswade High School Centre and Parents of Primary 7 children will be informed of the transfer arrangements by the December of their child's last year in primary school and will be invited to go along for a visit.

A new Community Campus consisting of a new High School Building, adjoining community block in the grounds of the existing high school, sports pitches and a local football pitch is currently under construction.

Any children out of catchment can request a place at Lasswade High School Centre and, likewise, anyone who would like to request a place at an alternative High School should contact Midlothian Council directly or pick up a Placing Request for from the School Office in December

Visits to the secondary school for the pupils take place during the summer term. At this time there is a very close interchange of information between the primary 7 teachers and the secondary staff and everything is done to ensure that the transfer is an easy and happy process.

Lasswade High School Centre  
Eskdale Drive  
Bonnyrigg  
Midlothian  
EH19 2LA  
Tel: 0131 663 7171  
Headteacher: Mr Albert Jaster

Education Maintenance Allowance (EMA) is available to students who will have reached their sixteenth birthday after 1 March and have decided to stay on at school from August in the next academic session. The EMA is a means tested weekly allowance, paid fortnightly into the student's bank account; payment is dependent on the student attaining 100% attendance in each week of the payment period. Application packs can be obtained from the school or from the Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG."



## **Links with the Community**

Local community links are very important. The Loanhead Children's Gala Day is an annual event which takes place every June. Loanhead PS, along with the other two primaries in Loanhead participates in the events leading up to and on the day of the Gala. All schools have representatives from Primary 6 and 7 taking part in the proceedings.

These activities include: Musical events, sports events and a Carnival held The week before the Gala day itself.

Strong links have also been forged with the community police. There is a regular timetable of visits and talks with our local community police officer.

## **Parents and the School**

Parents and schools separately can do a great deal to assist children's educational development; together, they can achieve even more.

We will keep you informed of your child's progress and we will deal confidentially with any information which will help us in planning her/his education.

We will keep you informed of our policies and procedures and will consult you whenever a significant change is contemplated.

We rely on your support and we welcome your comments on the school.

## **Parental Involvement**

We actively encourage parents to become involved in the daily life of the school. Many already help both in the classroom and with other activities such as accompanying trips. If you would like to help please let the school know.

## **After School Clubs**

After School Clubs are run from time to time depending on interest and availability of adult helpers. If you would be interested in being involved with after-school clubs please let us know.

## Complaints Procedure

The Education Committee has approved the following statement of principles and procedures:

1. *If you are concerned about ...*

... a particular aspect of our work, please arrange an appointment to discuss the matter with the Head Teacher in the first instance. Where appropriate, the Head Teacher may nominate another senior member of staff to act on her/his behalf.

The Head Teacher will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with any relevant information. In some cases, your concerns can be dealt with immediately, other matters may require more extended investigation. In any event, the Head Teacher will notify you, normally within five working days, of the school's response.

It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned.

2. *If you are dissatisfied with the school's response ...*

... please notify the Head Teacher that you wish to pursue the matter further.

He/she will either review the proposed action or notify you of the appropriate officer\* of the Education Authority whom you should contact (\*see attached). Contact the named officer by telephone or by letter at Education Division headquarters.

The officer will investigate the matter and endeavour to resolve any difficulties. He/she will report the outcome to you, normally within five working days of being contacted.

3. Nearly all matters of concern are resolved through the above procedures. If you remain dissatisfied, please contact again the officer involved at stage 2; he/she will review the situation and/or indicate what other avenues are open to you.

4. In all cases, final appeal can be sought through the Chief Executive's office.

## **USEFUL ADDRESSES**

### ***Based at Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG***

Chief Executive	Kenneth Lawrie	0131 271 3002
Director, Education and Children's Services	Don Ledingham	0131 271 3718
Head of Education	Sheena Dawe	0131 271 3719
Head of Communities and Support Services	Ogo Onwuchekwa	0131 271 3721
Head of Children and Families	Mary Smith	0131 271 3418
Additional Support Needs Officer	Susan Flynn	0131 271 3689
Education Officer, Community Learning & Development	Anne McConaghy	0131 271 3708
Placing Requests, and Primary School Swimming Programme	Fiona Campbell	0131 271 3733
Parent Councils, Child Performance Licences and Employment of Children	Kevin McGuire	0131 271 3732
Parental Liaison Officer	Kevin McGuire	0131 271 3732
Education Maintenance Allowance, Bursaries	Gail Robertson	0131 271 3730
Free School Meals and Clothing Grants	Terri Smith	0131 271 3728
School Lets	Mhairi MacLennan	0131 271 3705

### ***Based within Commercial Services***

Home to School Transport Section	Debbie Hunter	0131 271 5453
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### ***Scottish Government***

Victoria Quay, Edinburgh EH6 6QQ 0131 556 8400

### ***Her Majesty's Inspectorate of Education***

Denholm House, Almondvale Business Park, Almondvale Way,  
Livingston EH54 6GA 01506 600200

## **SHEENA DAWE**

**Head of Education (Acting)**

**4 September 2012**

10<sup>th</sup> Revision

**Contact Person:** Sheena Dawe, Acting Head of Education  
0131 271 3719 [education.services@midlothian.gov.uk](mailto:education.services@midlothian.gov.uk)